



Michael R. Pence, Governor
State of Indiana

Division of Disability and Rehabilitative Services
402 W. WASHINGTON STREET, P.O. BOX 7083
INDIANAPOLIS, IN 46207-7083
1-800-545-7763

To: Bureau of Developmental Disabilities Services (BDDS) Providers
From: Cathy Robinson, Director, Bureau of Developmental Disabilities Services
Re: Uploading Documents into the Advocare Provider Portal
Date: July 7, 2016

The Bureau of Developmental Disabilities Services (BDDS) appreciates the efforts providers have made toward uploading reports into the State's Provider Portal, Advocare. Additionally, providers are responsible for uploading the following documents within 30 days of creation or update:

- Behavior Support Plans (BSP), including Human Rights Committee (HRC) approval;
- Psychotropic Medication and Titration Plans (if outside the BSP), including HRC approval;
- Seizure Management Plans; and
- All other risk plans not mentioned above.

When uploading reports or other documentation, providers should use the following document naming convention: HIPAA Name - Document Name - Document Date. An example would be JoneJanE199199199199-HydrationRiskPlan-20160601.

Providers may fax or email fiscal and/or medical records to a case manager when requested for review or make them available for review in the home. These are not to be uploaded into the individual's document library.

If your agency has not enrolled in, or has not accessed, the Provider Portal, please contact Advocare Support at Support@uadvocare.com and they will provide information on enrollment and access. BDDS has also posted information and training on the Provider Portal at <https://in.uadvocare.com/public-documents/training/9B27A16F-EF79-4F41-A18D-3743980828D0.pdf>

If you have any questions regarding the Advocare Provider Portal please email Advocare at Support@uadvocare.com.

